





## Hourly Performance Appraisal

<b>Employee Name:</b> Pam Kissner	<b>Hire Date:</b> 5/3/2016
<b>Job Title:</b> Dimension Support	<b>Evaluation Period:</b> 2 Year
<b>Supervisor:</b> Nick Rausch	<b>Review Due Week of:</b> 5/1/2018 <b>Review Date:</b> 5/17/2018

**Performance Rating Categories:** Consider the employee’s performance in each category and designate the level of performance that most accurately describes his/her job performance.

**O – Outstanding.** Employee consistently exceeds position expectations with virtually no detected preventable/controllable errors, requiring little or no supervision.

**M – Meets Expectations.** Competent and dependable performance level. Meets the performance standards and objectives without Constant follow-up direction

**E – Exceeds Expectations.** Results clearly exceed position requirements on a regular basis.

**I – Improvement Needed.** Employee does not meet performance objectives on a regular basis and has difficulty following through with tasks. Requires constant follow-up and/or supervision.

**GENERAL FACTORS**

**1. Quality-** The extent to which an employee’s work is completed thoroughly and correctly following established process and procedures.

- Outstanding     Exceeds Expectations     Meets Expectations     Needs Improvement

**Specific Examples/Comments-** Pam completes all of her work thoroughly and correctly and follows processes and procedures.

**2. Productivity/Independence/Reliability-** The extent to which an employee produces a significant volume of work efficiently in a specified period of time. Ability to work independently with little or no direction/follow-up to complete tasks/job assignments.

- Outstanding     Exceeds Expectations     Meets Expectations     Needs Improvement

**Specific Examples/Comments-** Pam works efficiently in an 8 hour period. She is able to work independently with little or no direction. Pam is very reliable and I can count on her to do the job right.

**3. Job Knowledge-** The extent to which an employee possesses and demonstrates an understanding of the work instructions, processes, equipment and materials required to perform the job. Employee possesses the practical and technical knowledge required of the job.

Outstanding     Exceeds Expectations     Meets Expectations     Needs Improvement

**Specific Examples/Comments-** Pam demonstrates an understanding of work instructions, processes, equipment and materials required to perform the job. She performs daily pallet jack checks and stays on top of the paperwork.

**4. Interpersonal Relationships/Cooperation/Commitment-** The extent to which employee is willing and demonstrates the ability to cooperate, work and communicate with coworkers, supervisors and subordinates. Employee accepts and responds to change in a positive manner. Accepts job assignments and additional duties willingly, takes responsibility for own performance and job assignments.

Outstanding     Exceeds Expectations     Meets Expectations     Needs Improvement

**Specific Examples/Comments-** Pam is very cooperative and does what she is asked to do. She communicates well with others and accepts and responds to change with a positive attitude. She accepts additional duties willingly and takes responsibility for her own performance.

**5. Attendance-** The extent to which an employee is punctual, observes prescribed work break/meal periods and has an acceptable overall attendance record. Employee's willingness to work overtime as required.

Outstanding     Exceeds Expectations     Meets Expectations     Needs Improvement

**No. of Unexcused Absences:**                    3

**Specific Examples/Comments-** Pam has outstanding attendance and is ready to work at her assigned time. She always wants to work overtime.

**6. Initiative/Creativity-** The extent to which an employee seeks out new assignments, proposes improved work methods, suggests ideas to eliminate waste, finds new and better ways of doing things.

Outstanding     Exceeds Expectations     Meets Expectations     Needs Improvement

**Specific Examples/Comments-** Pam shows initiative while she is at work. She always stays busy and will help out whenever and wherever she can.

**7. Adherence to Policy-** The extent to which an employee follows company policies, procedures and work conduct rules. Complies with and follows all safety rules and regulations, wears required PPE.

Outstanding     Exceeds Expectations     Meets Expectations     Needs Improvement

**Specific Examples/Comments-** Pam follows all company policies and work procedures. She follows all safety rules and regulations and wears required PPE

<p><b>Overall Performance-</b> Rate employee's overall performance in comparison to position duties and responsibilities.</p> <p><input type="checkbox"/> Outstanding    <input checked="" type="checkbox"/> Exceeds Expectations    <input type="checkbox"/> Meets Expectations    <input type="checkbox"/> Needs Improvement</p>
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**Complete All of the Following Sections**

1. Accomplishments or new abilities demonstrated since last review: Pam knows how to set up lines for what we are running for the day. She also is doing daily pallet jack checks to make sure they are in working condition.

2. Specific areas of needed improvement: Work with Tammy and Wyatt on the dimension/tobin more for setup and troubleshooting.

3. Recommendations for additional training: None.

Employee's Comments: Pamela Kisson

Discussed/reviewed with employee on: Click here to enter a date. Follow up requested/desired:  YES or  NO

Manager/Supervisor Signature: Nina Powell Date: 5/18/18

Employee Signature: Pamela Kisson Date: 5/18/18

Would this employee be eligible for a wage increase?  Yes:  No:

If Yes: Current Salary: \$ 13.90 Raise To: \$ 14.40

Effective Date: 5/7/2018